

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, June 21, 2002
Minutes**

Held at the Paradise Library, the meeting called to order at 8:48 a.m.

Item 1: Introductions & Agenda Review

Commissioners present: Patricia Cragar, Chair, Marian Gage, Mark Lundberg, Karen Marlatt, Linda Moore, and Gene Smith.

Commissioners absent: Jane Dolan, Gary House, and Sandra Machida.

Staff present: Cheryl Giscombe, and Eva Puciata.

Staff absent: Gina Ellena.

Item 7, the Staff Report, was moved to after Item 3.

Item 2: Program Manager Evaluation

Public, presenters, and staff were excused so the closed session could take place.

The meeting reconvened at 9:23 a.m.

Item 3: Mini-Grant Presentations

Michael McGinnis, Executive Director, reported for ARC of Butte County, Inc. ARC was formed in the early 1950's to advocate for children with disabilities. Their mini-grant was for a new childcare center, parent education, and childcare in the new center. The childcare center will be on ½ acre on Loma Vista Dr. in Chico, and architectural plans are being finalized. ARC is in the process of getting a childcare license. The ARC, part of the Far Northern Regional Center, has had most success with utilizing the mini-grant to provide parent education. 10-12 families participate per training, and include parents with Downs syndrome children. A special class on autism was held last month. The parent classes focus on self-esteem, verbal intervention, and communication issues. More time is needed for the Spanish-speaking parents to cover all the material. ARC offices are in Chico.

Item 7: Staff Report

The Staff Report was limited to items not discussed in the written material provided in the packet due to time constraints, and the Administration Committee report was covered.

Cheryl Giscombe reported the Admin. Committee recommends no Commission meetings be held in July and December. During July, staff and some Commissioners will be moving into new offices at 202 Mira Loma Drive, Oroville. Another reason Staff requested July off is that Gina Ellena is leaving us and the position must be filled. The Public Health Dept. wooed Gina away, as it needs her expertise and knowledge to work on HIPPA and Bioterrorism issues. Gina is finishing up Prop 10 projects during July and transitioning into her new position. Eva and Cheryl will take up the slack until a new staff person can be hired and trained. Gina sends her regrets, having enjoyed working with Commissioners and her work with Prop 10, but in the true spirit of service, feels it her duty to move into the arena with the greater need.

Commissioners present agreed that no meetings be held in July and December.

Cheryl said Eva, Gary, and she attended a TASC financial planning training on June 17 and 18 in Sacramento. TASC has approved time for consultant Barbara (Bobbi) Riley to assist local financial plan development. Barbara will make 4-5 visits to Butte County over the next several months, the first for 2 to 4 hours at the August 23rd meeting to identify preliminary financial plan decision points.

The "Mini-Grant Performance Assessment" and notes (written by Gina Ellena) of the June 7 Grants Management Council will be placed in the August packet.

Cheryl said the Administration Committee recommends appointment of two alternate commissioners. Commissioners present asked Staff to come up with more options for presentation at the August meeting: Bylaws change, lowering the quorum number to five, having geographical representation, alternates voting, and etc.

Commissioners agreed that the Administration Committee report at each Commission meeting.

Marian Gage moved to add Karen Marlatt to the Administration Committee, add Mark Lundberg to the Contract Awards Committee, and remove Pat Cragar from the Contract Awards Committee; and that all "Standing Committees" be changed to "Ad Hoc" Committees, as recommended by the Admin. Committee. Mark Lundberg seconded. The motion passed unanimously.

Marian Gage moved to defer any further financial commitments until completion of the Financial Plan, as recommended by the Administration Committee. Karen Marlatt seconded. The motion passed unanimously.

Item 4: Approval of Minutes. Approval of 11.30.01 *DRAFT* meeting minutes.

Marian Gage moved to approve the May 17, 2002 minutes as written. Karen Marlatt seconded. The motion passed unanimously.

Item 5: Public Hearing – State Commission Annual Report

The Public Hearing on the State Commission Annual Report for the FY's 2000-2001 opened at 9:51am. Heather Senske commented that the State's focus appears to be health-related. No further comments were made and the Public Hearing closed at 9:54am.

Item 6: Strategic Plan Funding Allocation Prioritization (part 2) – facilitated by Stephen Kaplan, LCSW – Prop 10 Technical Assistance Service Center

Steve opened by presenting today's agenda: 1) Review the Planning Process, 2) Discuss State Initiatives and how the BCCFC wants to respond to them, 3) Review the Criteria we developed in May, 4) Define the Priority Needs: What is meant by the terms? 5) Ratify the Needs, 6) Review and Ratify Draft Funding Distribution, and 7) The Next Steps.

The Planning Process begins with Strategic Planning; today's work is Priorities Planning. The Financial Plan will be developed starting in our August meeting, then a Funding Allocation, and finally Service Delivery can begin.

The Commission came up with a first draft of priorities in May's meeting, and today is coming up with the second draft. We will get community input and response before we ratify priorities. With the Ratified Priorities and a Financial Plan, we can come up with a Funding Allocation Plan.

Cheryl Giscombe said the State just did their priority setting in a two-day retreat, using much the same process we're doing. Marian Gage said the State influences our priorities too much, and there was discussion that our priorities may not be in line with the State's. We have to set our own.

Gene Smith asked when we will open another grant process. Cheryl recommended developing a Financial Plan and then a Funding Allocation before considering another funding round.

Marian expressed hope that our process can be fluid and flexible, and not tied to only the previously decided. Steve answered that everything in the process is fluid, but having a process and criteria (Without which things can get political.) will ground our decision-making. We will communicate our criteria to the community. They will check their ideas against our criteria before they bring them to us. However, before we ratify priorities, we will ask the community for feedback regarding criteria and priorities.

Steve asked Cheryl to talk about the State initiatives. Cheryl said the State's overarching priority is School Readiness (SR), with the following five priority focus areas: 1) informal care, 2) migrant family children (comprehensive health), 3) oral health, 4) children and families with special needs, and 5) mental health (i.e. depressed moms do not attach properly to infants). The State will provide matching funds for these types of programs.

There were comments that many of our large and small grants are in the areas for which the State has new matching fund grants.

There was discussion that although we have allocated many funds for the next few years, we have been conservative and still have a fairly large fund balance (about 4.7 million). If the new tax initiative does pass, it may reduce Prop 10 funds (projected to be a 10% decline). A backfill to Prop 10 is not included in the new tax initiative.

Steve said the State's policy is to develop matching fund grants. Will the BCCFC require or encourage matching fund grants also? When we develop our Financial Plan, we will develop policies regarding matching funds, when to use our reserve, and etc.

Steve displayed the criteria as prioritized at the May meeting: 1) Size of Need, 2) High Cost of Waiting, 3) Long-term Benefits, 4) Severity of Need, 5) Potential to Leverage, 6) High-need Population, and 7) Increasing Need.

There was discussion that many needs are already being addressed in the community and do not need additional dollars. Existing resources need to be considered when determining needs: "Is the need already being met by another agency?" is an important criterion.

Steve went through each criterion, and asked Commissioners how they define them. Much discussion ensued.

Mark Lundberg asked that "historic" be removed from "high-need population," as many high-need population issues are already being addressed and are no longer a need area. Gene referred to the Principles of Equity, saying social justice is part and partial of Prop 10, and using the term "traditionally underserved," would probably work better than "high-need population."

Steve said when issues are presented by the community to the Commission, data related to the established criteria should be presented alongside. Each criterion has a data question. Some have weak data, some better. The available data for the 0-5 age group is very limited, and the State bases info on data currently being gathered. We still do not have a Butte County Report Card. Data needs looked at before the BCCFC ratifies Priorities. We need to ask the community for data, which may also present priorities not yet addressed.

Steve then asked Commissioners to look at the Rated Needs by Criteria scores as determined on May 17, 2002:

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| <ol style="list-style-type: none"> 1. Comprehensive Health: 2111 2. Diagnostic Assessment: 2088 3. Family Based Mental Health and Capacity: 1861 4. Outreach to Parents: 1860 5. Professional Development: 1773 |
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Steve asked Commissioners to discuss what each item meant.

It was determined that Comprehensive Health meant proper immunizations, screening, treatment, continuity of services, a medical home (a consistent primary care physician, where education, preventative treatment, and referral services are accessible), and timely access to prenatal care.

Steve asked what Diagnostic Assessment meant to the Commissioners, and passed out a handout that listed several types of assessment. A Diagnostic Assessment usually refers to just the physical, the type of assessment a physician does. Learning disabilities, and the child's family, need assessed too. It was decided to call it a "Whole Child Assessment," like what Head Start does, including the social, emotional, educational, and physical.

It was decided that Family Based Mental Health and Capacity meant services that focus on emotional/ behavioral health of families, as many problems affecting children 0-5 are caused by a family member's problems, as in alcoholism or domestic violence.

Outreach to Parents means connecting families to education, services, and resources, including children in informal care.

It was decided that Professional Development meant to build the skills and knowledge of Early Care and Development Providers, and to enhance the professionalism of the field with recognition and pay. An early childcare teacher should get paid the same as a K-1 teacher.

The meeting broke for lunch. During lunch, Elaine Lucero requested more funding for the American Lung Association. Chair Patricia Cragar answered that a new funding cycle will not be available until after our Funding Allocation is done. It is several months away; the American Lung Association can petition the Board of Supervisors.

Steven began again while others finished eating. We have five priority areas, but we have to have policies on other issues. For example, how will the BCCFC incorporate the State initiatives? In the future, the community may come up with exciting new ideas which are not within Commission priorities. An "Innovation Fund," like his home county (Ventura) uses would work in that instance.

Steve recommended that next we take the prioritization results to the three advisory groups and explain we have established criteria to determine how we will fund in the future. The advisory groups should each give us one expressed opinion. We will ask for feedback, but not open it up too much, as we don't want to start the process all over again. Valley Oaks may be able to get an opinion for us from their parent groups.

We have established the BCCFC Priorities. The Financial Plan will begin to take shape in the August 23, 2002, meeting, and we will ratify Priorities in our October meeting when Steve Kaplan will come up again to guide us.

The meeting adjourned at 12:53 p.m. Some participants stayed afterward to watch a video of Gene Smith and Gina Ellena being interviewed on Prop 10 issues by TV Channel 12's Linda Hopkins-Bennett.

Minutes by Eva Puciata.